

Email Notification

To: All Employers

Delivered: 9/13/2011

Subject: Recent Update to File Testing Environment

On September 10 the file testing environment was updated with the latest version of the my|CalPERS application in order to closely mimic the my|CalPERS production environment, which will launch next week. The environment update also included a more current set of data, so there is new testing data date of August 18, 2011. Below is some important information regarding the recent update to the file testing environment.

The test seed data you are using may generate errors due to retirement enrollment changes that have occurred between January 15 (in some cases June 18) and August 18, 2011. You can resolve enrollment discrepancies online to continue testing your files. Please note the following:

- The file testing environment now includes participants (members) for which you did not receive test seed data.
- For enrollments completed after January 15, you can obtain Participant CalPERS IDs using the online application Person Search function.
- This week your production seed data file is being generated from the final conversion data set before launch. You will receive an email notifying you when it is available to download from ACES. You can also check the [File Readiness Alerts](#) page for updates.

Any new or updated data that had been manually entered into the file testing environment has been overwritten by the new data set. You may need to recreate the following types of data transactions to facilitate your file testing activities:

Business Contacts

- Some of the System Access Administrators (SAAs) and other business contacts did not meet the data criteria to convert. They may need to be recreated for testing purposes.
- Some business contacts may not be able to access certain areas of the system that they could previously. This is an indication that their security privileges may need to be updated to allow for appropriate access.
- Business contacts, as they exist now after this last environment update, will be how they exist in my|CalPERS at launch. So make note of any new, or updated contact information you create in the testing environment, since you will likely need to make these same changes, for the last time, in production after launch.

Enrollment Changes

- Retired annuitants that were enrolled for testing purposes no longer exist and may need to be re-enrolled.
- New enrollments or enrollment updates, such as an appointment change, may need to be re-entered for testing purposes.

Bookmarks or shortcuts created to the file testing environment may no longer work correctly if they were established from the *Business Partner Login* page, where you enter your username and password. In order for bookmarks and shortcuts to work properly between environment updates, they need to be established from the my|CalPERS [Log In](#) page, where you select whether you are a Participant or Business Partner.

If you need assistance with testing, PERT hosts an open forum Web conference every Tuesday and Thursday afternoon. Updates regarding the file testing environment and my|CalPERS are provided, and business partners participate in question and answer sessions with PERT technical and business team members. The Web conference call-in information and [links](#) are located on the *File Readiness Testing Alerts* page.

We hope you find the updated file testing environment improved. We appreciate your patience as we transition together to my|CalPERS. If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).